

**MONTEREY COUNTY WATER RESOURCES AGENCY
BOARD OF DIRECTORS
PERSONNEL AND ADMINISTRATION COMMITTEE**

COMMITTEE MEMBERS

Mark Gonzalez, Chair
Silvio Bernardi

David Hart
Richard Ortiz

TIME: **8:30 a.m.**
DATE: **Friday, August 14, 2015**
PLACE: **Monterey County Water Resources Agency
Board Room
893 Blanco Circle
Salinas, CA 93901
(831) 755-4860**

A G E N D A

1. **Call to Order**
2. **Public Comment**
(Limited to three (3) minutes per speaker on matters within the jurisdiction of the Agency not listed on this agenda. The public will have the opportunity to ask questions and make statements on agenda items as the Committee considers them.)
3. **Approve the Minutes of the Personnel and Administration Committee meeting held on September 12, 2014 and April 10, 2015.**
The Committee will consider approval of the Minutes of the above-mentioned meetings.
4. **Consider receiving an update on Personnel and Administration activities.**
Wini Chambliss, Administrative Services Assistant, will provide an update on personnel and administrative issues.
5. **Consider receiving an update on activities at the Lakes.**
Brent Buche, Deputy General Manager, will provide a verbal report of lake issues.
6. **Consider receiving an update on Real Property issues.**
Brent Buche, Deputy General Manager, will provide a verbal report of real property issues.

7. **Consider receiving an update on construction of the Elvee Drive Bridge Project by the City of Salinas that spans over the Reclamation Ditch**
Manuel Quezada, Senior Water Resources Engineer, will provide an update for this project.
8. **Set next meeting date and discuss future agenda items.**
The Committee will discuss and determine details for its next meeting.
9. **Adjournment**

**MONTEREY COUNTY WATER RESOURCES AGENCY
BOARD OF DIRECTORS
PERSONNEL AND ADMINISTRATION COMMITTEE**

COMMITTEE MEMBERS

Mark Gonzalez, Chair
David Hart

Silvio Bernardi
Richard Ortiz

TIME: 8:30 a.m.
DATE: Thursday, September 12, 2014
PLACE: Monterey County Water Resources Agency
893 Blanco Circle
Salinas, CA 93901
(831) 755-4860

MINUTES

1. **Call Meeting to Order @ 8:30 a.m. by Committee Member David Hart**
Members Present: Richard Ortiz, David Hart, Silvio Bernardi
Members Absent: Mark Gonzalez

A quorum was established.

2. **Public Comment**
None

3. **Approve the Minutes of the Personnel and Administration Committee meeting held on July 11, 2014**

Committee Action:

Upon motion made by Committee Member Silvio Bernardi and seconded by Committee Member Richard Ortiz the Committee approved the July 11, 2014 Personnel and Administration Committee Minutes.

4. **Consider receiving an update on Personnel and Administration activities**
Brent Buche, Assistant General Manager, provided an update on personnel and administration issues. He noted that Constance Bacon, Senior Account Clerk-Confidential, retired from the Agency effective July 12, 2014.

George Bartlett was hired as a full-time Water Maintenance Worker II effective July 26, 2014. Because of delays at the downtown HR department Mr. Bartlett was a temporary worker for three years before being hired as a full time employee. Staff noted that the County hiring process is painfully laborious.

The Temporary Special Assignment for Kristina Hamlet, Office Assistant III, has been extended to January 23, 2015. Ms. Hamlet will continue working with the Accounting Division to assist with the backlog resulting from the retirement of two Accounting staff members.

The Committee asked if there was any way to separate the Agency's hiring process and the cost from the County. Staff responded that some actions could be handled by the Agency; however, it is tied to the County and the cost is embedded into the Cost Plan. The Committee suggested that Staff explore the cost of the Agency hiring a Human Resources person in order to keep the hiring process within the Agency.

Committee Action:

Upon motion made by Committee Member Richard Ortiz and seconded by Committee Member Silvio Bernardi the Committee received the update on Personnel and Administration activities.

5. Consider receiving a presentation on prospective sites for Monterey County Water Resources Agency relocation.

Mr. Ernie Lostrom of Lostrom & Company, Inc. provided information regarding potential sites for the Agency relocation. He stated that the potential lease or purchase of any property needs to be viewed through the lense of what is best for the Agency. He noted that currently the Agency's location is considered a "C" quality property. A "B" quality property is valued at approximately \$1.50 per square foot, which is where the Shilling property is ranked. He also noted that the operating costs at that location are quite expensive at approximately 40 – 50 cents per square foot.

He suggested that the Agency define what its needs are in a property, put a proposal together and do a Request for Proposal detailing what the Agency's requirements are. He also suggested that the Agency consider purchasing a property instead of leasing. Currently, it is cheaper to purchase than lease. If the County moves to the Shilling property there will be more vacancies in the area which can provide the Agency with better negotiating possibilities.

Committee Action:

Upon motion made by Committee Member Richard Ortiz and seconded by Committee Member Silvio Bernardi the Committee received the presentation on prospective sites for Monterey County Water Resources Agency relocation.

6. Consider receiving an update on activities at the lakes.

Chris Keehn, Right of Way Specialist, provided an update on activities at the lakes. He noted that a 1750 acre land patent granted to the Agency by the Federal government adjacent to Nacimiento Lease #1 was eventually forfeited in 1962 because the Agency did not develop the appropriate recreational facilities required as a condition of the original land grant. With

the forfeit of the land, the Agency negotiated a temporary floodage easement until 2018. While pursuing the renewal of the permit, the Agency discovered that with the sale of the land to private parties, the floodage easements were permanently granted to the Agency.

All lessees of the Agency Grazing Leases have submitted the lease fees for 2014-2015. Most of the lessees are not running cattle on their lease this year.

Committee Action:

Upon motion made by Committee Member Richard Ortiz and seconded by Committee Member Silvio Bernardi, the Committee received the update on activities at the lakes.

7. Consider receiving an update on Real Property issues.

Chris Keehn, Right of Way Specialist, provided a review of real property issues. The Agency Assessment Roll was completed on time and submitted to the Auditors on August 1, 2014. Staff reviewed over 10,000 parcels and upgraded over 1500 and several parcels received a downward adjustment. The final roll has been confirmed and verified by the Auditors.

A second notice was sent to Chevron and California Oil Independents to remind them to pay FY 2013-2014 Agency Assessments. A check was received from Chevron in the amount of \$62,164.23 on September 5, 2014.

The Agency's office lease with the Monterey County Office of Education will expire in 2015. The County's purchase of the Schilling Place/Capitol One Facility includes plans for the Agency to move into the building in the future. However, nothing has been decided and the Agency's Board of Directors makes the final decision.

9:05 a.m.: At this time a recess was called.

9:15 a.m.: The Personnel and Administration Committee meeting was reconvened at 1441 Schilling Place, Salinas to participate in a tour of the facility.

8. Set next meeting date and discuss future Agenda

The next meeting is scheduled for October 10, 2014 at 8:30 a.m. The Committee asked Staff to explore the possibilities of handling all HR functions within the Agency instead of relying on the County.

9. Adjournment

The meeting adjourned at 9:45 a.m.

Submitted by: Alice Henault

Approved on _____

**MONTEREY COUNTY WATER RESOURCES AGENCY
BOARD OF DIRECTORS
PERSONNEL AND ADMINISTRATION COMMITTEE**

COMMITTEE MEMBERS

Mark Gonzalez, Chair
Silvio Bernardi

David Hart
Richard Ortiz

TIME 8:30 a.m.
DATE: Friday, April 10, 2015
PLACE: Monterey County Water Resources Agency
893 Blanco Circle
Salinas, CA 93901
(831) 755-4860

MINUTES

1. **Call Meeting to Order @ 8:30 a.m. by Committee Chair Mark Gonzalez**
Members Present: Richard Ortiz, David Hart, Silvio Bernardi, Mark Gonzalez
Members Absent: None

A quorum was established.
2. **Public Comment**
None
3. **Approve the Minutes of the Personnel and Administration Committee meeting held on July 11, 2014**

Committee Action:

Upon motion made by Committee Member Silvio Bernardi and seconded by Committee Member David Hart the Committee approved the July 11, 2014 Personnel and Administration Committee Minutes.

4. **Consider receiving an update on Personnel and Administration activities**
Rob Johnson, Deputy General Manager, provided an update on personnel and administration issues. He noted that Richard Nason, Water Maintenance Superintendent, will retire on May 9, 2015. Also, Edward Cain III, Senior Water Maintenance Worker resigned from the Agency on March 7, 2015. Recruitments are proposed including that of Associate Water

Resources Hydrologist, Water Resources Technician, Water Resources Biologist, Water Resources, Engineer Water Maintenance Worker II and Office Assistant III. These recruitments will occur as the budget allow.

The Committee agreed the Mr. Nason will be sorely missed as he had many years of experience with the Agency.

Committee Action:

Upon motion made by Committee Member David Hart and seconded by Committee Member Richard Ortiz the Committee received the update on Personnel and Administration activities.

5. **Consider receiving the report and recommending that the Monterey County Water Resources Agency Board of Directors approve an Agreement for Services with Tom Shepherd in the amount of \$25,000 to provide liaison services for Agency Grazing leases and related property management services; and, authorizing the General Manager's to execute the Agreement.**

Brent Buche, Deputy General Manager, presented the report. He explained that there are approximately 9 Agency leases that will expire in October 2017. The Agency needs to update these lease agreements and reformulate the existing language that provides credits to tenants for land improvements. In addition, there are several outstanding property management activities that need immediate attention to prevent risk of liability and to protect existing lease revenue that may be impacted by continued drought conditions.

He noted that Tom Shepherd has much knowledge regarding Agency property in Monterey County and has over 20 years of experience as a Monterey County Deputy Chief Ranger/Parks Operations Manager. He has worked closely with the Agency on property management issues in the past including the Agency and County Park Lease Agreement. Staff believes he understands the needs and restrictions of these agreements and can offer insight into some of the outstanding lease issues. In addition, he brings with him knowledge on how to improve the management of Agency grazing leases as we move through severe drought conditions. County Counsel will review this contract for any additional requirements before execution of the agreement.

The Committee raised the question of whether or not this should have gone out for a public bid to which staff responded that because of the experience and knowledge that Mr. Shepherd can offer to the Agency it was a good opportunity to bring Mr. Shepherd on board.

In addition, the Committee asked Staff to clarify within the contract's Scope of Work what Mr. Shepherd's priority will be.

Committee Action:

Upon motion made by Committee Member David Hart and seconded by Committee Member Richard Ortiz the Committee received the report and requested that this item be presented to the full Board for further discussion.

6. **Consider receiving the report and recommending that the Monterey County Water**

Resources Agency Board of Supervisors renew a lease agreement with a one-year term with the Heritage Ranch Owners Association (HROA) for 25 acres of lakefront property

Brent Buche, Deputy General Manager, presented the report. He noted that the MCWRA Board of Directors action of August 27, 2012, was never taken to the MCWRA Board of Supervisors for approval. However, the HROA did continue to submit payment to the Agency and has leased the property from the Monterey County Water Resource Agency for the last four years, and seeks to renew the lease for continued use of the property. The lease fee will be adjusted annually by the Cost of Living index over the term of the lease. The lease fee will be \$2552.00 a month.

Committee Action:

Upon motion made by Committee Member David Hart and seconded by Committee Member Richard Ortiz the Committee received the report and recommended that the Monterey County Water Resources Agency Board of Supervisors renew a lease agreement with a one-year term with the Heritage Ranch Owners Association (HROA) for 25 acres of lakefront property.

7. Consider receiving the report and recommending that the Monterey County Water Resources Agency Board of Directors adopt an Agency Internship Program Policy

Tam Voss, Water Resources Hydrologist, presented the report. She noted that the Agency's Water Quality programs have little to no revenue streams and an Agency Student Intern Program with Universities, Colleges, and Non-profits entities would provide the Agency with cost savings opportunities. Water Quality activities include ground water monitoring in the Salinas Valley Basin, collating extraction data from wells, preparation of annual summary reports, surface water monitoring to meet facility permit regulations (SVWP), and assistance with other Agency program activities.

Committee Action:

Upon motion made by Committee Member David Hart and seconded by Committee Member Silvio Bernardi the Committee received the report and recommended that the Monterey County Water Resources Agency Board of Directors adopt an Agency Internship Program Policy.

8. Set next meeting date and discuss future Agenda

The next meeting is scheduled for May 8, 2015 at 8:30 a.m. The Committee would like to review several land issues which have yet to be resolved.

9. Adjournment

The meeting adjourned at 9:40 a.m.

Submitted by: Alice Henault

Approved on:

**MONTEREY COUNTY WATER RESOURCES AGENCY
BOARD OF DIRECTORS – PERSONNEL AND ADMINISTRATION COMMITTEE**

MEETING DATE:	August 14, 2015	AGENDA ITEM:	
AGENDA TITLE:	Consider receiving an update on Personnel and Administration activities.		
	Consent ()	Action ()	Information (X)
SUBMITTED BY:	Wini Chambliss	PREPARED BY:	Wini Chambliss
PHONE:	(831) 755-4896	PHONE:	(831) 755-4896
DEADLINE FOR BOARD ACTION:	August 14, 2015		

RECOMMENDED BOARD ACTION:

Receive an update on personnel and administrative activities.

PRIOR RELEVANT BOARD ACTION:

None.

DISCUSSION/ANALYSIS:

Staff recently learned the Monterey County Central Human Resources department will be working on another phase of the ERP Project. As such, the Human Resources function is being outsourced. As noted in the April 2015 Personnel and Administration update, the Agency has several pending recruitments that will be staggered in FY 2015-16. Agency Staff are working diligently with individuals designated by Central Human Resources to ensure Agency recruitments are processed in a timely manner.

Promotion

Charles Lingenfelter was promoted to Senior Water Maintenance Worker effective July 25, 2015. Four internal candidates were interviewed for the position.

Recruitments

The following recruitments are proposed:

- Recruitment for two Associate Water Resources Hydrologists is ongoing.
- Water Resources Technician
- Water Resources Biologist
- Water Maintenance Worker II
- Office Assistant III

1441 Schilling Place, Salinas

On July 15, 2015, Staff submitted the Final 100% Schematic Layout of the Agency's area at Schilling Place. The next phase of design will detail our area for specific power/data, equipment requirements, preliminary finishes, etc. During this next phase, only very minor adjustments can be made to the layout.

**MONTEREY COUNTY WATER RESOURCES AGENCY
BOARD OF DIRECTORS – PERSONNEL AND ADMINISTRATION COMMITTEE**

MEETING DATE:	August 14, 2015	AGENDA ITEM:	
AGENDA TITLE:	Consider receiving an update on construction of the Elvee Drive Bridge Project by the City of Salinas that spans over the Reclamation Ditch		
Consent () Action () Information (X)			
SUBMITTED BY:	Manuel Quezada	PREPARED BY:	Brent Buche
PHONE:	(831) 755-4874	PHONE:	(831) 755-4860
DEADLINE FOR BOARD ACTION:	August 14, 2015		

RECOMMENDED BOARD ACTION:

Receive an update on construction of the Work Street Bridge located over the Reclamation Ditch by the City of Salinas.

PRIOR RELEVANT BOARD ACTION:

On April 28, 2014, the Board of Directors approved a Grant of Bridge/Road Easement to the City of Salinas for the Elvee Drive Bridge Project, and a temporary construction Easement.

DISCUSSION/ANALYSIS:

The City of Salinas has been working on the permits and design of the Elvee Drive Bridge for a number of years. They are scheduled to break ground by the end of August 2015.